

DEPARTMENT OF TRANSPORTATION

BOX 23660

OAKLAND, CA 94623-0660 (510)

286-4444

TDD (510) 286-4454

ARNOLD  
SCHWARZENEGGER,  
Governor



DAMAGE CLAIMS NOT IN EXCESS OF \$5,000  
AGAINST THE STATE OF CALIFORNIA

Damage claims not in excess of \$5,000, and not involving personal injuries may be presented to the District Claims Officer by mailing, or presenting in person, a completed claim form to:

California Department of Transportation  
District 4 Claims Officer  
III Grand Avenue  
Post Office Box 23660  
Oakland, California 94623-0660

Government Code section 935.7 authorizes the Department of Transportation to adjust and pay claims which are not in excess of \$5,000 without prior presentation and approval of the State Board of Control.

There are time limitations for presenting your claim. Most claims have a six-month limit; some have a one-year limit (Government Code section 911.2). When the claim is not presented to the claims office within the six month period, a written application may be made to the State Board of Control for leave to present it. Said application should be presented in triplicate to the State Board of Control at the address listed below stating the reason for the delay in presenting the claim. (Please include required \$25 filing fee) The Department of Transportation cannot handle claims involving personal injuries. These are also to be presented to the State Board of Control at the address listed below:

STATE BOARD OF CONTROL  
630 K STREET, 4th FLOOR (95814)  
POST OFFICE BOX 3035  
SACRAMENTO, CALIFORNIA 95812-3035

Telephone: (916) 323-3564

**THE FACT THAT THIS BRIEF STATEMENT OF THE INITIAL PROCEDURE TO BE FOLLOWED IN ASSERTING A CLAIM AGAINST THE STATE OF CALIFORNIA HAS BEEN FURNISHED TO YOU OR THAT AN INVESTIGATION OF ANY CLAIM IS UNDERTAKEN IS NOT TO BE TAKEN AS AN ADMISSION OF LIABILITY IN ANY RESPECT ON THE PART OF THE STATE OR OF ANY OF ITS OFFICERS OR EMPLOYEES; NOR IS THE FACT THAT THIS INFORMATIONAL STATEMENT HAS BEEN FURNISHED TO YOU TO BE CONSTRUED AS A WAIVER OF ANY REQUIREMENTS IMPOSED BY LAW OR ANY DEFENSE WHICH MAY BE AVAILABLE TO THE STATE OF CALIFORNIA IN CONNECTION WITH ANY CLAIM THAT MIGHT BE FILED AGAINST IT.**

10-25-04